

# Notice of Finding (NOF)

Bureau of Children & Adult  
Licensing

New Onsite Inspection Process  
Training

# History of NOF Development

- AFC Advisory Council formed a subgroup known as the Cooperative Quality Assurance Workgroup
- Workgroup's objective: examine national trends in the use of regulatory resources, examine regulatory flexibility in delivering regulation and include input from various agencies / stakeholders
- This gave birth to the NOF, which was adopted from a Wisconsin regulatory model

# History continued -

- The NOF makes a distinction between minor, isolated violations (where NOF can be used) and significant violations (where the traditional reporting is used)
- NOF process effective 2/1/2007

# Purpose of This Information

- To assist licensees with an understanding of the NOF purpose, policy, format and requirements

# This information will:

- Correctly identify the four minimum criteria for issuance of a NOF
- State the circumstance under which a NOF cannot be used to document violations identified during a special investigation
- Describe how NOF findings are communicated to the licensee by licensing staff

# Definition: Notice of Finding

A NOF is a written document prepared by licensing staff that identifies minor or isolated incident(s) of noncompliance that:

- Does not result in more than minimal harm to residents, and
- Does not have the potential for more than minimal harm to residents, and
- Does not indicate a breakdown in a facility system, and
- Does not indicate a lack of administrative capability

# Clarification

- Rule noncomplaine and rule violation are the same thing; terms are used interchangeably
- A NOF and a rule noncomplaine cited in a licensing study report or special investigation report are all violations
- A NOF is now an alternative licensing response when a rule violation/noncompliance is substantiated: It is simply a different method of documenting and delivering it to the licensee

# Unique aspects of a NOF:

- These are violations that involve simple fixes
- A Corrective Action Plan is not required
- Compliance will be verified at the next onsite inspection, or sooner at the discretion of the Department
- NOF is not placed on the Web like other reports



# A NOF cannot be used when:

An allegation is received resulting in a  
special investigation

# How Notice of Findings are Communicated

- Written onsite
- Given to the licensee or licensee designee onsite
- If not, NOF is given to the employee present
- Then, the NOF is mailed within 10-days to the licensee/licensee designee, or for HFA only authorized representative

# How BCAL Plans to Monitor

During Implementation phase:

- Area Managers will review all NOF's to facilitate consistency across the Division.
- Frequently asked questions will be on the Website for licensees.

Any questions may be directed to  
BCAL Central Office via email:

[AFCHFAPublicFeedback@michigan.gov](mailto:AFCHFAPublicFeedback@michigan.gov)

or to a licensing consultant

**Thank-you for your time in  
reviewing this material**